

9/26/66

39. STATEMENT OF POLICY ON TRAINING - GEN. DATA.

After consideration of Calendar Item 8 attached, and upon motion duly made and unanimously carried, the following resolution was adopted:

THE COMMISSION ADOPTS THE ATTACHED EXHIBIT "A" AS THE TRAINING POLICY FOR THE STATE LANDS DIVISION.

Attachment

Calendar Item 8 (2 pages)

8.

## STATEMENT OF POLICY ON TRAINING - GEN. DATA.

Due to the necessity for continued upgrading of technical knowledge and skills of the staff of the State Lands Commission, there is a need for a well planned and properly implemented training program.

IT IS RECOMMENDED THAT THE COMMISSION ADOPT THE ATTACHED EXHIBIT "A" AS THE TRAINING POLICY FOR THE STATE LANDS DIVISION.

Attachment

Exhibit "A"

EXHIBIT "A"STATEMENT OF POLICY ON TRAINING

## STATE LANDS COMMISSION

General Policy

In order to carry out the statutory responsibilities of the State Lands Commission most efficiently and economically, it is necessary to have a well designed and properly implemented program of training for the staff of the Commission to the end that optimum productivity and development of the individuals comprising the staff may be achieved.

An effective training program serves as an inducement to those seeking employment, offering an opportunity for personal growth and development. It improves employee morale by providing an opportunity to improve those skills necessary for advancement, and it reduces the need to seek personnel from outside the Commission staff for supervisory and managerial positions.

It is the policy of the State Lands Commission to cooperate with the State Personnel Board and with other State agencies to provide the maximum opportunities for training needed by the staff in order to carry out the programs of the Commission most effectively. Every effort shall be made to provide training on either an in-service basis or by interagency agreement. For reasons of economy, training by agencies outside State government shall be arranged only when comparable courses are not available through State agencies.

Training opportunities offered to the individual will be based on the needs of the organization and the level of his personal development and demonstrated interest in advancement, as determined by periodic appraisal of organization needs and individual abilities. The inventory of individual development needs will be correlated with the Performance Appraisal System.

Responsibility

The Executive Officer of the State Lands Commission has the over-all responsibility for the development and implementation of the training program of the State Lands Division.

A permanent committee to assist the Executive Officer will meet at intervals, as necessary, to review the training requirements of the Division, taking into account the needs occasioned by changing methods and technology and those arising because of new or expanded programs, and shall recommend to the Executive Officer such changes as appear necessary or desirable. This committee shall also consider and give final approval to nominations for training. One member of this committee shall serve, as a collateral duty, as Division Training Officer.